

**POLICY**

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that in emergencies staff will take actions to maintain the safety and security of youth and other staff.

**PURPOSE**

This policy ensures the safety of staff, youths, and the community in emergency situations.

**DEFINITIONS**

See JRG, JJ Residential Glossary.

**RESPONSIBLE  
STAFF**

Designated in the facility standard operating procedure.

**PROCEDURE**

Each facility is required to develop and implement standard operating procedures (SOPs) relative to emergency planning. At a minimum, these SOPs must contain the following requirements:

**Written Plan and  
Flipchart**

Each facility is expected to develop a written plan and maintain a flipchart to provide direction to staff encountering emergency situations.

**Emergency  
Contacts**

Staff have access to a list of emergency telephone numbers (police, fire, ambulance and utilities).

**Directions for  
Staff**

Local procedure includes all of the following:

- Ensure notification to administration.
- Properly assess the scene.
- Account for youth and staff.
- Contact emergency services.

**Outside  
Assistance**

Facility/center directors or designees will:

- Identify needed services and make outside contacts necessary to ensure their availability under emergency conditions.
- Enter into written agreements or memorandums of understanding with outside entities and/or agencies to provide needed services under emergency conditions.
- Develop contingency plans in the event that the outside entities and/or agencies fail to provide the facility's needed services upon request.

**Plan Location  
and Review**

Flipcharts are placed in areas readily accessible to staff. Written plans are available for staff review. The facility/center director or designee ensures that there is an annual review and update of the written plan and flipchart as needed.

**Training**

Staff shall receive training on key items of the facility emergency plan. At least one walk through drill of the emergency plan will be conducted annually.

**AUTHORITY**

Occupational Health and Safety Administration, Emergency Action Plans Standard, 29 CFR 1910

Social Welfare Act, MCL 400.115a(1)(l)